

MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL COOPERATION
Secretariat General – Unit for Analysis, Planning, Statistics and Historical Diplomatic
Documentation

Section III – Historical Diplomatic Documentation
HISTORICAL ARCHIVE

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RULES OF THE READING ROOM

I. GENERAL RULES

1. Italian and foreign scholars, non-EU nationals (these latter on condition of reciprocity and upon submitting the Note Verbale from the competent diplomatic representative) can access the documentation held by the Historical Diplomatic Archive of the Ministry of Foreign Affairs and International Cooperation. All users are required to present a cover letter from the University or the affiliating institution and an ID copy.
2. In order to grant access to archival material, users are required to sign up into the portal of the Historical Diplomatic Archive at https://www.esteri.it/mae/it/servizi/uapsds/storico_diplom and follow the described procedure. Once the procedure is complete, users are allowed to reserve a workstation in the Reading room and submit the request for documents, provided that all the requirements of this Regulation are fulfilled.
3. By signing the application for admission, the user consents to the processing of his/her personal data and accepts to comply with the [Deontological rules concerning archiving in the public and historical research interests](#).
4. Documents dating back to 30 years or more are only accessible upon authorization granted by the Head of Unit (Ministerial Decree 1012/BIS/712 of 22.12.2015). Documents containing specific categories of sensitive data can be consulted after 70 years (Art. 221 of Law No. 675 of 31.12.1996; Art. 8 and 9 of the Legislative Decree No. 281 of 30.7.1999).
5. **Fonds that are not ordered or that do not have sufficient means of identification, as well as documents of very high value or that have conservation problems, are excluded from consultation.**
6. The Reading room is open to the public on weekdays from Monday to Friday from 9:00 to 14:00. The Archives are closed during the summer break and the main holidays. The Head of Unit has the right to decide further closures due to service needs.
7. Users shall deposit bags, cases and other personal objects in *ad hoc* shelves. Transparent bags and cases may be introduced in the Reading room. Incoming and outgoing controls may be envisaged. Video-surveillance is active in each space open to the public.
8. Printed and frequently used inventories are available in the antechamber of the Reading room. The online available inventories can be accessed at: https://www.esteri.it/mae/it/servizi/uapsds/storico_diplom

9. A maximum of three files (or registers) can be requested via the portal of the Historical Archive. Requests must be submitted no later than 11 am of the day before the consultation date. The requested files will be available in *ad hoc* shelves assigned to each scholar by Reading room Assistants.

It is allowed to store up to six files for a maximum of fifteen days. After this period, the material will be automatically relocated in the warehouses. The researcher interested in continuing the research can renew the deposit by communicating this intention to the personnel in charge.

10. Reading room Assistants will provide each scholar with a special card where to report the material consulted on a daily basis. Assistants are also available to support scholars with administrative practices and archival fonds.

11. Users can consult only one file at a time in the workstation, in order to avoid even the slightest damage. It is not allowed to put any sign on the documents, even in pencil. The use of laptop is allowed; the use of digital devices for reproducing documents is allowed only upon authorization.

12. After reading the material, users are required to return the consulted files by placing them in the indicated shelves, or by keeping them in their personal shelves for a later consultation.

13. Before leaving the reading room, users are required to sign their own pass.

14. It is strictly forbidden (under penalty of exclusion from consultation and without prejudice to civil or criminal liability) to extract for any reason documents from the files, alter the order of documents and files, damage in any way the consulted material.

15. Users are required to wear appropriate clothing and to be considerate to other people and staff in the reading room. Conversation should be kept to a minimum. The use of mobile phones is prohibited. Consumption of food and beverages within the confines of the reading room is prohibited.

16. Users who utilize the documentary sources held in the Historical Diplomatic Archive of the Ministry of Foreign Affairs and International Cooperation for the purpose of a publication or doctoral and graduate thesis are required to deliver a copy of what has been published, according to the commitment assumed when registering on the portal of the Historical Diplomatic Archive.

II. RULES TO REPRODUCE AND PUBLISH DOCUMENTS

17. As a rule, the reproduction of documents accessible for consultation is authorized. The use of personal reproduction tools is allowed on specific request made through the ad-hoc section of the portal, and on condition that a copy of the reproduced material is delivered to the Historical Diplomatic Archive in electronic form.

18. Documents shall be consulted and, if needed, reproduced in the order they appear in their files and shall not be removed for any reason.

To avoid loss, dispersion and, above all, mixture of documents, users are required not to extract individual documents, but to indicate the material with strips of paper and to reproduce it in an orderly manner.

19. The documents held by the Historical Archive can be published only partially. For the publication of the full text or facsimile, it is necessary to request specific authorization from the Head of Unit.

20. Users are invited to submit a copy of their works reporting the consulted archival sources to the Historical Archive. In case of publication of the documents taken from the Archive, it is mandatory to provide a printed copy of their works.

21. The authorization to publish does not exempt users from ascertaining third parties' copyright ownership, and where appropriate from regularizing possible copyright clearance issues.

22. The authorization to consult and reproduce documents is strictly personal.

23. The authorization to consult documents containing personal data does not relieve users from criminal and civil liability for any crime or damages deriving to persons and entities for the improper citation of names and the dissemination of the information contained in the consulted documents.

Users violating the rules governing the access and use of the Historical Archives, after being warned, may be expelled from the reading room and excluded from further use of any of the Historical Archives' services.